



## Job Posting

**Posting & Application Period:**  
**October 17 to November 1, 2016 (by 5 pm)**

# Journeyman Bookbinder

**DEPARTMENT:** Legislative Service Bureau (LSB) – Legislative Printing Division  
**STATUS & HOURS:** Full-Time – 37.5 hours per week | 7:00 am - 3:00 pm, Monday - Friday  
**MINIMUM PAY RATE:** \$26.43 per hour based on 10-1-16 Union Contract  
**JOB LOCATION:** LSB Print Shop, 3350 Ranger Road, Lansing, MI

### GENERAL DESCRIPTION OF DUTIES

This individual is responsible for operating all bindery equipment at the LSB Printing Division. This includes stitcher-trimmers, paper cutters, folding machines, perfect binder, paper punch, material handling equipment and other various binding machines. Position requires repetitive lifting of materials weighing 40 to 50 pounds. The work is performed under the immediate direction of a foreman and under the general supervision of a division director. Job duties include, but are not limited to:

1. Sets up equipment and operates the various binding machines in a full-size, commercial style printing company.
2. Checks and controls the quality of product throughout the production run. Performs continuous visual inspection of work in order to insure the highest quality possible. Brings questionable or sub-standard quality product to the supervisor or a co-worker's attention.
3. Responsible for routine preventive maintenance, trouble shooting, and minor repairs of bindery machines.
4. Utilizes computerized Print Management System to track print orders from station to station.
5. Hand folds, gathers and inserts various printed material as directed.
6. Performs some shipping and receiving duties, including preparing and wrapping materials for delivery.
7. Maintains a neat and clean work area at all times.
8. Performs all duties safely and in accordance with safety rules and regulations.
9. Maintains a high level of confidentiality on all matters.
10. Serves as back-up to the LSB Truck Driver to make deliveries to legislative buildings in downtown Lansing as needed.

### MINIMUM QUALIFICATIONS and ABILITIES

- Must possess high school diploma or GED Certificate.
- Must be in good physical condition to lift 40 to 50 pounds repetitively with ability to stand, stoop, kneel and bend.
- Team-oriented with good communication and problem-solving skills. Strong customer-service orientation.
- Must be willing and able to work overtime and irregular hours as required, including weekends, evenings and holidays.
- Strong attention to detail skills and ability to meet deadlines.
- Knowledge of occupational hazards and necessary safety precautions.
- Excellent work attendance and punctuality a must.
- Thorough knowledge of several different disciplines in bindery department required. This may be attained through a previous apprenticeship program or a minimum of 7 years trade experience.
- Previous truck driving experience desired (16-foot box truck).
- Ability to learn and operate a forklift.
- Ability to understand and carry out oral and written instructions.
- Must possess valid Michigan driver's license with a history of safe driving.
- Must be able to perform the essential functions of the position.

### HOW TO APPLY

**The deadline to apply is 5:00 pm on Tuesday, November 1, 2016.** Online applications only are being accepted through the State of Michigan's NEOGOV system at <http://agency.governmentjobs.com/michigan/default.cfm>. Applicants must include the following two items as separate attachments in their online application: 1) cover letter outlining interest and qualifications, and 2) resume. Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at [humanresources@legislature.mi.gov](mailto:humanresources@legislature.mi.gov) or call 517-373-9643.

### ADDITIONAL REQUIREMENTS and INFORMATION

The Legislative Council is a nonpartisan legislative information and service agency. The LSB's Legislative Printing Division is a union shop that provides composition and printing services for the production of legislative materials. This is an unclassified, non-Civil Service position in State government. All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. Employees are required to be non-partisan.

**For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.**

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office.